
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.Careers.ky.gov

May 14, 2015

ADMINISTRATIVE ASSISTANT—(Oldham County—KY State Reformatory)—Grade 9—
(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have three
years of experience in business, administrative work, research, or clerical experience. College
will substitute for the required experience on a year-for-year basis.

**ADMINISTRATIVE SPECIALIST III—(Elliot County—Little Sandy Correctional
Complex)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate
of a college or university with a bachelor's degree. Must have three years of professional,
administrative or business experience. Additional education will substitute for the required
experience on a year-for-year basis. Additional administrative, business, research and/or
clerical experience will substitute for the required education on a year-for-year basis.

**CLASSIFICATION & TREATMENT OFFICER I—(Elliot County —Little Sandy
Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:**
Graduate of a college or university with a bachelor's degree.

CORRECTIONAL LIEUTENANT- (Lyon County —KY State Penitentiary) Grade 11—
(\$2354.04 - \$3118.28) **MIN REQUIREMENTS:** High school graduate. Must have 2 years of
experience in corrections, law enforcement, criminal justice, or social work dealing with the
rehabilitation of offenders. An associate's degree from a college or university in corrections,
criminal justice, law enforcement, or a related field will substitute for 6 months of the required
non-supervisory experience. A bachelor's degree from a college or university in corrections,
criminal justice, law enforcement or a related major field will substitute for 1 year of the
required non-supervisory experience. Must be 21 years of age.

**CORRECTIONAL SERGEANT— (Boyle County —Northpoint Training Center) Grade
10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS:** High school graduate. Must have 1 year of
experience in corrections, law enforcement, criminal justice or social work dealing with the
rehabilitation of offenders. An associate's degree from a college or university in corrections,
criminal justice, law enforcement or a related field will sub. for 6 months of the required
experience. A bachelor's degree from a college or university in corrections, criminal justice, law
enforcement or a related major field will substitute for 1 year of required experience. Must be
21 years of age.

**CORRECTIONAL SERGEANT—THREE Positions- (Lyon County – KY State
Penitentiary) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS:** High school
graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or
social work dealing with the rehabilitation of offenders. An associate's degree from a college or
university in corrections, criminal justice, law enforcement or a related field will sub. for 6
months of the required experience. A bachelor's degree from a college or university in
corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of
required experience. Must be 21 years of age.

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(continued)**

May 14, 2015

CORRECTIONS UNIT ADMINISTRATOR I—TWO Positions—(Shelby County —KY Correctional Institution for Women) —Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR I—(Oldham County —KY State Reformatory) —Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

HUMAN RESOURCES SPECIALIST III—(Franklin County—Central Office/Personnel) Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in personnel programs, business administration, public administration, research, statistics or a related field. Additional professional experience in the above fields will substitute for the required college education on a year-for-year basis

OFFENDER INFORMATION SPECIALIST I— (Oldham County — Roederer Correctional Complex) Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS: Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

PROBATION AND PAROLE OFFICER- (Hopkins County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PSYCHOLOGIST LICENSED I— (Oldham County—KY State Reformatory)—Grade 16— (\$3553.88 - \$4707.96) MINIMUM REQUIREMENTS: Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

SOCIAL SERVICE CLINICIAN I—(Oldham County —KY State Reformatory) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$1,823.90 - \$2,416.22)

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.